

**For use by CDPH Programs ONLY**  
**Instruction to Complete the APPLICATION**  
**To RECEIVE**  
**CALIFORNIA'S VITAL STATISTICS DATA FILES**

Death and birth data files that include personal identifiers such as Names, Certificate Numbers, Addresses, Social Security Numbers (SSN) and Mother's Maiden Name (MMN) are confidential and are subject to restrictions according to the California Health and Safety Code.

Approvals from the Committee for the Protection of Human Subjects (CPHS) and the Vital Statistics Advisory Committee (VSAC) may be required if these data files will be used for personal contact, unless the contact is for health program purposes. Approvals may also be required if data with personal identifiers will be released.

**The use of data files for research purposes requires prior approval from CPHS or a waiver from CPHS.** You can access information about CPHS and their approval process by calling (916) 326-6660, by e-mail [cphs-mail@oshpd.ca.gov](mailto:cphs-mail@oshpd.ca.gov) or on their website, <http://www.oshpd.ca.gov/Boards/CPHS/researchers.html> . The approval letter and a copy of the approved protocols or waiver letter from CPHS should accompany your application.

If data files will be used by an outside, third-party agency or researcher or by anyone other than CDPH staff or contract staff acting as CDPH staff, please contact the Office of Health Information and Research **PRIOR** to ordering the files.

Mail or fax the completed and signed application to:

California Department of Public Health  
Office of Health Information and Research  
**Attn: Data Request Desk**  
**MS 5103, P.O. Box 997410**  
Sacramento, CA 95899-7410

Physical mailing address:

1616 Capitol Avenue  
Ste. 74.165, MS 5101,  
Sacramento, CA 95814-5052

Phone: (916) 552-8095    Fax: (916) 650-6889  
E-Mail: [OHIR@cdph.ca.gov](mailto:OHIR@cdph.ca.gov)

For information on obtaining approvals for confidential data or to request files in Mainframe format, please contact the Office of Health Information & Research by e-mail or at the telephone number listed above.